# **Mining Claims Serial Register Page Report**

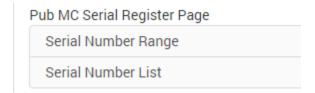
Menu Option: Pub MC Serial Register Page.

**Purpose:** This report is used to produce serial register pages (SRP). The information is retrieved by serial number. The report lists all data that is in a mining claim case by serial number.

**Selection Criteria:** The criteria input for the report is found in Lands & Mineral System Report, under the Public Mining Claims Reports section. There is a combination of mandatory and optional criterion.

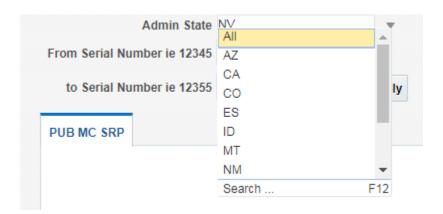
## **Procedure:**

 Select Pub MC Serial Register Page from the reporting menu. You can chose Serial Number Range OR Serial Number List. All serial numbers must be typed in ALL CAPS to return results.



# 2. Serial Number Range:

To retrieve all the SRPs for a range of serial numbers, you must first select the Admin (administrative) State by using the down arrow next to Admin State. Only one state may be selected at a time.



After the Admin State has been selected, enter the beginning serial number in the "From Serial Number" box and the ending serial number in the "To Serial Number" box, using only the numbers. Do not enter the state prefix when using this option.



3. Click Apply. This will display a serial register page for each Serial Number in the desired range.

#### **Serial Number List**

### Identify Report Criteria:

Lead File Number?	No	▼	
Serial Number	NMC75973		Apply

### 4. Lead File Number?

Select No or Yes

### 5. Serial Number:

You may retrieve a Serial Register Page (SRP) for an individual Serial Number by entering the Serial Number into the text box as shown above. The serial number must be entered exactly as it is stored in the system, using the state prefix in ALL CAPITALS, no space, and then the number.

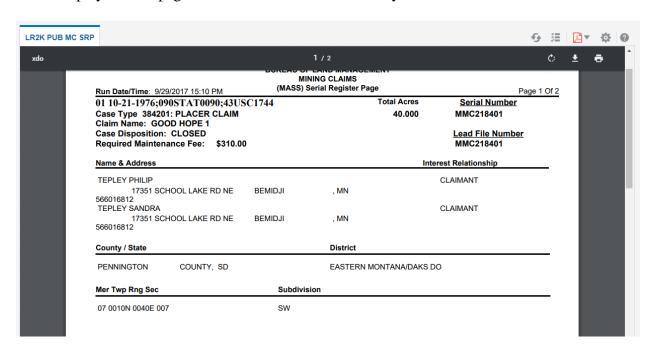
For example, ORMC34567, or IMC12345, or WMC7894 (all CAPITALS and no spaces).

For mining claims, the numbers all begin with a prefix as shown below for each state:

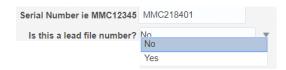
AZ = AMC	CA = CAMC	CO =CMC	ES = ESMC	ID = IMC	MT = MMC
NM = NMMC	NV = NMC	OR = ORMC	UT = UMC	WY = WMC	

## 6. Click the **Apply** button

Note: The Serial Register Page has an Auto Run feature. This means the page will attempt to generate results before any criteria are supplied. This will not interfere with entering criteria, but it will display a blank page until the criteria is entered and you click on the APPLY button.



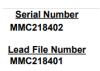
#### 7. Lead Serial Number:



If the serial number you enter is a lead serial number, use the down arrow next to the question and select "Yes".

# 8. Click Apply.

This will display all serial numbers associated with the lead serial number in separate serial register pages.



For the example given, the lead serial number is MMC218401, but it also retrieved MMC281402.

#### 9. Serial Number Range:

To retrieve all the SRPs for a range of serial numbers, you must first select the Admin (administrative) State by using the down arrow next to Admin State. Only one state may be selected at a time.



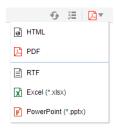
After the Admin State has been selected, enter the beginning serial number in the "From Serial Number" box and the ending serial number in the "To Serial Number" box, using only the numbers. Do not enter the state prefix when using this option.



10. Click Apply. This will display a serial register page for each Serial Number in the desired range.

#### 11. Serial Register Page:

When the SRP is displayed, you may convert it to pdf format. Click on the red Adobe icon in the upper right corner. Several options are available, but because of the formatting of this report PDF is recommended.



# 12. **Print Report:**

Hover the cursor into the upper right corner. You will see the printer icon which allows you to print this SRP in hard copy or save to a pdf file.

